



City of Seattle

Gregory J. Nickels, Mayor

Human Services Department

Patricia McInturff, Director

September 13, 2006

Dear Community Partner:

I am pleased to announce that the Human Services Department (HSD) is soliciting capital improvement project proposals from nonprofit human service organizations located within the city limits and providing services to Seattle's low- and moderate-income residents. Approximately \$830,000 is available from the City of Seattle's Community Development Block Grant (CDBG) entitlement, and all funding awards are subject to all applicable federal policies and regulations. All qualifying human service organizations that are looking to enhance and improve the direct service delivery spaces within their facilities are encouraged to apply.

The Request for Proposals (RFP) application and instructions packet are now available and may be downloaded from the Human Services Department's website at:

www.seattle.gov/humanservices/news

Prospective applicants are strongly encouraged to attend an information session that will be held on Wednesday, September 27th from 1:00 p.m. to 2:30 p.m. in the HSD Board Room - 6070 in the Seattle Municipal Tower, 700 5th Avenue (main building entrance is located on the corner of 5th Avenue and Columbia Street). We will post questions and answers resulting from this information session on the HSD website.

The 2006-2007 Community Facilities Loan Program RFP is an open and competitive process. **Submittals of an original and seven (7) copies of any proposal must be RECEIVED and DATE/TIME STAMPED by Noon on Monday, November 6, 2006. No faxed or emailed copies will be accepted.**

If you have any questions regarding this RFP, please contact Ken Astrein at (206) 684-0377 or ken.astrein@seattle.gov.

Sincerely,

Patricia McInturff
Director